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**TITLE:**  GIS Technician –Development Department.
**REVISED:  3/2015**

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**GENERAL PURPOSE:**

Maintain GIS layers and databases for a specific Natrona County Department.  Assist in the design, development and implementation of GIS solutions for the department.

**PRIMARY GIS DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Create, implement and maintain GIS maps, layers, spatial datasets, and databases for Natrona County data.
- Update GIS databases in an SDE format, including constructing, editing, and inputting geographic data and associated information into base map layers; determines data quality and maintains FGDC compliant metadata.
- Provide input for the design of spatial datasets, layers and features geometry and associated database structures.
- Adhere to established Natrona County GIS data standards, processes and procedures.
- Examine, analyze and prepare reports from ground surveys, addresses, aerial photographs, permit data, various other Development Department databases.
- Deal with complex security issues.
- Participate in Natrona County Regional GIS Cooperatives' GIS Functional Team meetings as assigned.
- Performs other GIS duties as assigned or required.

**PRIMARY DEPARTMENT SPECIFIC DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Review applications for various Development Department processes for completeness and compliance with polices, ordinances and resolutions.
- Create, implement and maintain Natrona County address data following the Natrona County Regional GIS Cooperative's addressing standards.
- Represents Natrona County by responding to the public, citizens, its employees and others in a prompt, professional and courteous manner while continuously maintaining a positive customer service demeanor.
- Performs other department duties as assigned or required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**
High School Diploma or equivalent, and two years GIS experience; OR an equivalent combination of education and experience.

**Required Licenses or Certifications:**
- ERSI Certification is preferred.
- Possession of, or ability to obtain, a valid Wyoming Driver's License.

**Required Knowledge of:**
- Geographic Information Systems (GIS) and software.
- Cartography principles and practices.
- Base map elements.
- Natrona County Zoning Resolution
- Natrona County Land Plan
- US Census reporting requirements
- Subdivision plats and legal descriptions.
- Other County mapping requirements such as roads, addresses and zoning.

**Required Skill in:**
- Ensuring the integrity of geodatabases and the accuracy of County mapping information.
- Utilizing GIS software and creating base map elements.
- Researching maps and legal descriptions and querying data.
- Establishing and maintaining effective working relationships with others.
- Professional written and verbal communications skills.
- Advanced analytical and problem solving skills.

**Supplemental Information & Physical Requirements:**

- The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of Department.
- Women, minorities, and individuals with disabilities are encouraged to apply.
- Positions in this class typically require: reaching standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.  Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.